

## MEMORANDUM

**To:** Linda Bettencourt  
Town Clerk

**From:** Geen Thazhampallath  
Director of Parking

Welles Guilmartin,  
Chairman PAC

**Re:** Schedule of 2014 Meetings for the Parking Advisory Committee

**Date:** January 3, 2014

Please accept this correspondence as official notification of the Parking Advisory Committee's regular meeting schedule for calendar year 2013.

The committee will be meeting on the 3<sup>rd</sup> Tuesday of every month at **6 PM in City Hall RM 111 (the Parking Office)** unless otherwise specified through formal notification to your office prior to a particular meeting. The meeting dates for 2013 are as follows:

- January 21, 2014
- February 18, 2014
- March 18, 2014
- April 15, 2014
- May 20, 2014
- June 17, 2014
- **July No Scheduled Meeting**
- August 19, 2014
- September 16, 2014
- October 21, 2014
- November 18, 2014
- **December No Scheduled Meeting**

Thank you in advance for your attention to this matter.